



# **Short Term Insurance Policy**

**Approved by Council :  
Resolution: C??  
Date: ??**

## Table of Contents

1. Preamble .....	3
2. Definitions .....	4
3. Objective.....	5
4. Public Liability Claims / General Public Claims.....	6
5. Property excluded from external insurance .....	7
6. Property Insured, Reporting Risk and Unknown Claims .....	7
7. Record Keeping.....	8
8. Appointment of Insurance Brokers.....	8
9. Insurance Claims Evaluation Committee .....	8

## 1. Preamble

- 1.1. It is required of the Municipal Manager as the accounting officer, to take all reasonable steps to ensure that the Council has and implements crucial policies for effective financial and risk management as stated in Section 55 (2) (b) of the Municipal System Act 32 of 2000.

*55 (2) As accounting officer of the municipality the municipal manager is responsible and accountable for –  
(b) all assets and the discharge of all liabilities of the municipality;*

- 1.2. The safeguarding of assets and the protection of Council against liabilities, forms part of proper assets & insurance management systems as prescribed by Section 63 of the Municipal Finance Management Act, Act 56 of 2003

*63 (1) The accounting officer of a municipality is responsible for the management of—*

- (b) the liabilities of the municipality.*  
*(2) The accounting officer must for the purposes of subsection (1) take all reasonable steps to ensure—*  
*(a) that the municipality has and maintains a management, accounting and information system that accounts for the assets and liabilities of the municipality;*  
*(b) that the municipality's assets and liabilities are valued in accordance with standards of generally recognised accounting practice; and*  
*(c) that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.*

- 1.3. This policy needs annual revision in terms of Section 24(2)(c)(v) and must be placed on the website in terms of Section 75(1)(b),(l) & (2) of this Act.

*24. (2) An annual budget—  
(c) must be approved together with the adoption of resolutions as may be necessary—  
(v) approving any changes to the municipality's budget-related policies.*

*75. (1) The accounting officer of a municipality must place on the website referred to in section 21A of the Municipal Systems Act the following documents of the municipality:  
(b) all budget-related policies;  
(l) any other documents that must be placed on the website in terms of this Act or any other applicable legislation, or as may be prescribed.*  
*(2) A document referred to in subsection (1) must be placed on the website not later than five days after its tabling in the council or on the date on which it must be made public, whichever occurs first.*

- 1.4. A standard for short-term insurance in the municipal environment had been prepared that takes all circumstances related to the municipality into account. There are however aspects in addition to this standard, that the Council can decide on as policy, in order to reduce premium without an increase in risk, or where the Council is prepared to accept risk because of a very slim probability that an event might occur.

## 2. Definitions

- 2.1 **Accounting Officer** means the Municipal Manager appointed in terms of Section 82 of the Local Government Structures Act, 1998 (Act no. 117 of 1998) and being the head of administration and accounting office in terms of section 55 of the Local Government: Municipal Systems Act 2000 (Act no. 32 of 2000).
- 2.2 **Chief Financial Officer (CFO)** means an officer of the municipality designated by the Municipal Manager to be administratively in charge of the budgetary and treasury functions.
- 2.3 **MFMA** refers to the Local Government: Municipal Finance Management Act (Act no. 56 of 2003)
- 2.4 **Insurance Section** means the section of the municipality designated by the Chief Financial Office to be administratively in charge of the short term insurance functions.
- 2.5 **General Public** means the general body of mankind or of a nation, state, or community including businesses
- 2.6 **Public liability claims** is part of the law of tort which focuses on civil wrongs. In other words this refers to claims from the general public against the municipality.
- 2.7 **Damage** means loss of or physical damage to tangible property.
- 2.8 **Injury** means accidental death of or bodily injury to or illness of any person

### 3. Objective

3.1 The MFMA was introduced with the following objective:

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**3.1.1 The object of this Act is to secure sound and sustainable management of the fiscal and financial affairs of municipalities and municipal entities by establishing norms and standards and other requirements for—**

- a) ensuring transparency, accountability and appropriate lines of responsibility in the fiscal and financial affairs of municipalities and municipal entities;**
- b) the management of their revenues, expenditures, assets and liabilities and the handling of their financial dealings;**

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3.2 The objective of this Short Term Insurance Management Policy is to ensure that the;

3.2.1 municipality has transparent Insurance claim processes and procedures;

3.2.2 general public are informed about the correct processes & procedures when filing a claim with the municipality;

3.2.3 general public are aware of the required documentation when filing a claim with the municipality;

3.2.4 managers and staff are aware of their responsibilities with regards to insurance management;

3.2.5 managers and staff are informed about the correct processes & procedures when reporting;

3.2.6 managers and staff are aware of the required documentation when filing a claim with the municipality;

3.2.7 unions are informed about the correct processes & procedures;

3.2.8 unions are aware of the required documentation;

3.3 All insurance claims must be dealt with in line with the processes and procedures set out in the **“STANDARD OPERATING PROCEDURES FOR INSURANCE CLAIMS”**.

#### 4. Public Liability Claims / General Public Claims

- 4.1. When a member of the General Public wants to institute a claim the following procedures should be followed:
- 4.2. Claims will be forward to Council's insurer for determination of liability and appointment of an assessor at their discretion. The public should utilize their own insurer for the damages suffered and supply the Council with the insurer's details.
- 4.3. The public must contact the nearest Town Office or the Municipal Insurance Unit at the Municipal Head Office in Caledon by means of the contact details below in order to obtain the required INS004 document for completion pertaining to the claim.
- 4.4. Give notice in writing of the intention to claim against the municipality within six (6) months of the claim arising. The notice must be delivered to the municipality by hand, registered post, email or fax. Refer to the relevant contact details below. Then within thirty (30) days after the notice, formalize and quantify the claim. If notice is given after six (6) months the third party must apply for condonation.
- 4.5. **All claims should be directed and addressed to the Municipal Insurance Unit at;**

Physical Address:

Theewaterskloof Municipality  
6 Plein Street  
Caledon  
7230

Postal Address:

Theewaterskloof Municipality  
PO Box 24  
Caledon  
7230

Email Address:

[insurance@twk.org.za](mailto:insurance@twk.org.za)

Fax Number:

(028) 212 1116

Telephone Number:

(028) 214 3300

## 5. Property excluded from external insurance

5.1. All property owned by or leased to the Council, property held by the Council in trust and/or commission and/or custody and/or under Council's control and/or for which the Council is responsible must be insured ***except for the following which are specifically excluded*** in terms of the standard:

- 5.1.1. Assets with an inferior or low value
- 5.1.2. Any assets falling within the excess payment of the applicable insurance policy
- 5.1.3. Fencing other than security fencing
- 5.1.4. Dam walls, Dam Contents, Canals, Reservoir and Reservoir Contents
- 5.1.5. Pavilions, Sport stadiums, Spectator stands, Outdoor Sports or Recreational surfaces & Athletic tracks
- 5.1.6. Ammunition
- 5.1.7. Electrical, Communication or Gas transmission and distribution lines including their supporting structures other than on or within 150 metres of electricity sub station or premises belonging to the insured.
- 5.1.8. Water piping as well as Storm water piping including their supporting structures other than on or within 150 metres of water treatment or purification works and reservoirs or premises of the Insured.
- 5.1.9. Sewerage piping including the supporting structures other than on or within 150 metres of sewerage treatment plant or premises of the Insured.
- 5.1.10. Driveways, Pavements & Outdoor Parking surfaces
- 5.1.11. Roads, Road & Railway Bridges, Tunnels and Manhole Covers
- 5.1.12. Land, Topsoil, Backfill, Drainage or Culverts
- 5.1.13. Property or structures in course of construction, erection dismantling or testing or supplies in connection therewith
- 5.1.14. Trees, Scrubs, Plants
- 5.1.15. Monuments, Statues
- 5.1.16. Graves and Tombstones

## 6. Property Insured, Reporting Risk and Unknown Claims

6.1. It shall be the duty of the Director of the Department concerned to notify the Insurance Unit via email without delay of any new insurable risk or of any alteration in an existing insurable risk which has arisen in connection with his / her Department.

- 6.2. On the occurrence of any unknown event likely to give rise to a claim against the Council, the Director of the Department concerned shall notify the Insurance Unit of that event immediately via email who shall notify the Council's insurer thereof.
- 6.3. The Director of the Department must thereafter complete the required INS001 – INS003 claim forms and supply an estimate of the cost to repair or replace such damage or loss. Where applicable i.e. loss, theft, vehicle accident etc. the matter must be reported to the South African Police Service and a case number obtained.

## **7. Record Keeping**

- 7.1. The Insurance Unit must keep record of all insurance claims by means of a register which includes the progress of each claim.

## **8. Appointment of Insurance Brokers**

- 8.1. The Council shall call for tenders for the appointment of insurance brokers at least once every three (3) years, unless circumstance dictates a shorter period.
- 8.2. Insurance brokers will be appointed according to SCM regulations, their ability to administrate the Council's short term insurance portfolio and their record of sound brokerage service in the municipal environment.
- 8.3. The insurance brokers shall specifically indemnify the Council of increased risk because of the incorrect or unprofessional handling of the placement of insurance or the handling of a specific insurance claim.
- 8.4. The insurance broker shall annually at the consideration of insurable conditions for the next financial year provide the Council of sufficient proof of its registration with the professional body for insurance brokers and registration of financial advisor.

## **9. Insurance Claims Evaluation Committee**

- 9.1. A committee must be established to review all claims. The importance regarding claims should be considered because it is not only paid by the insurance company, but also by Council. The committee's composition and responsibilities will be outlined within its terms of reference.